



SmartVoucher



[Exit](#)

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I agree to the terms of the User Agreement.





This website has been tested on IE7, IE8, Firefox and Chrome

Welcome to Travel Pay Service's SmartVoucher!

To login into SmartVoucher, enter your SSN and the same PIN you use to login to MyPay.

Forgot your PIN? [New PIN](#)



Travel Voucher Login b.12-02 83

Fields are case-sensitive:

Login ID (same as web myPay, NOT your Social Security Number)

Password (same as web myPay, NOT IVRS PIN)

To enter your Password more securely, click on the On-Screen Keyboard button below.

Login to the SmartVoucher with your myPay username and password.

Note: If you cannot remember your username and/or password, the link above will prompt you to log in to myPay and reset your information. Once completed, your new username and/or password will be sent to the email address you have on file in myPay. Therefore, if you cannot remember your username and/or password, you will need to be able to access that specific email account.



SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Travel Vouchers

12-02

We are dedicated to providing our customers the best service possible. The Smart Voucher has been created to give you a "user-friendly" method of completing your TDY travel voucher. In addition, we have included information related to "required signatures" and "supporting documentation". Our goal is to help you properly complete your voucher, obtain all required signatures, and submit all required supporting documents.

- Please read ALL instructions carefully. At the top of each screen, you will find information to assist you with completing that section of the travel voucher.
- There are also  buttons that provide clarifications to the questions being asked.
- Where you are asked to provide a date, use the calendar link  to select the applicable date.
- If you are ready to complete your travel claim, click on the "Create New Voucher" button below.
- Upon completing your travel claim, you MUST PRINT YOUR VOUCHER and E-MAIL, FAX OR MAIL it, with all supporting documentation and required signatures, to your supporting travel pay office.

Before you begin, please gather all orders, receipts and information pertaining to the travel voucher you are about to fill out.

Please use the link below to determine the correct pay location to send your travel packet to.



Edit	Delete	View/Print	Travel Order	Start Date	End Date	Supplemental	Status
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No travel Vouchers have been entered through Smart Voucher

[Create New Voucher](#)

[Supplemental Voucher](#)



- Click "Create New Voucher" to begin creating your DD Form 1351-2.



SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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User Type Selection

Step 1 of 11

Note:

TDY is the only travel type currently supported by SmartVoucher.

What type of user are you?

Active Army (Regular Active) 

What is your category of travel?

TDY 

Temporary Duty Assignment(TDY)- refers to a United States Government employee travel and/or Uniformed Military on assignment at a location other than the individual's permanent duty station. They are usually of relatively short duration, typically from two days to two months in length. Not all agencies use this designation. A temporary duty assignment can be to any location, be it 50 or 5,000 miles away, but they are all less than one year in duration. Temporary duty assignments usually come with per diem pay, covering, lodging, meals and incidental expenses.

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Click "Next."

Use the drop down and select the type of user you are:

- Active Army (Regular Active)
- Active Guard Reserve (AGR)
- Army National Guard (ARNG)



SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Initial Information

Step 2 of 11

Instructions:

All the questions with a * are required. If a * is NOT present then you are NOT required to answer the question in order to proceed forward.

* What is your travel order number?

Help

111111-11

Note: Use the travel order number from the original travel order for which you are filling out this voucher for reimbursement. Do not use the travel order number from any of the amended travel orders.

What is your form of payment?

Help

EFT

If you would like to change your bank account for travel pay deposits you must change your depositing information through MyPay.

If you would like to confirm/change banking information, do so at the following link:



Note: Allow 24 to 48 hours for the change to register throughout the system.

* What is the Duration of your travel?

Help

More than 24 hours

* Did you travel to one or more locations during the timeframe in which you are filling out this voucher?

Yes

* Does this travel voucher begin at your temporary duty (TDY) location?

No

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Click "Next."



SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Advances

Step 3 of 11

Instructions:

All the questions with a * are required. If a * is NOT present then you are NOT required to answer the question in order to proceed forward.

Did you have an advance on this order?

Yes

* Do not include ATM withdrawals from your government credit card.

* What was the amount of the advance. If unknown, put "UNKNOWN". \$

* What is the DOV number for the advance?

No Advances

If more than one advance was taken during this travel period, click "Add Advance."

Did you receive any payments from DTS during this travel period?

No



Click "Next."



SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Personal Information

Step 4 of 11

Instructions:

This screen is for basic information. Please ensure the address and phone number you provide is current. This information will be used to send the Advice of Payment (AOP), and may be used to contact you if your claim cannot be processed. Click the "Edit" button to complete or change personal information.

First Name:	
Middle Initial:	
Last Name:	
Grade/Rank:	
Organization:	
Street:	
City:	
State:	
Country:	
Zip Code/APO/FPO:	
Phone Number:	
Email Address:	
Do you have a government charge card?	No

Back

Edit



- Click "Edit" to input/edit your personal information.

*First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
*Last Name:	<input type="text"/>
SSN:	
*Grade/Rank:	<input type="text"/>
*Personal Street:	<input type="text"/>
*Personal City:	<input type="text"/>
*Personal State:	<input type="text"/>
*Personal Country:	<input type="text"/>
*Personal Zip Code/APO/FPO:	Zip Code Lookup <input type="text"/>
*Phone Number:(Daytime)	Help <input type="text"/>
*Email Address:	Help <input type="text"/>
Do you have a government charge card?	<input type="text"/>
*Organization:	<input type="text"/>
Organization Street:	<input type="text"/>
Organization City:	<input type="text"/>
Organization State:	<input type="text"/>
Organization Country:	<input type="text"/>
Organization Zip Code/APO/FPO:	Zip Code Lookup <input type="text"/>

□ Input all required personal information in the appropriate fields.



Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Itinerary Information

Step 5 of 11

Instructions:

1. Begin your travel itinerary with the date that you officially began traveling, as well as from the location (Installation/Base/City) that you officially started from under the applicable travel order.

Note: When going TDY your itinerary should start with the location (Installation/Base/City) which you are located at prior to going to the official TDY location.

2. List ALL locations where authorized travel was performed and any overnight stops.

Note: Any deviations from your travel orders such as non-government travel, return trips home while in a travel claim status, or any Leave taken should also be reflected in your itinerary.

Note: Travelers who have been provided with new travel orders to travel to a new temporary duty location (TDY) while they are still on travel orders at another TDY location must show each location/stop in their itinerary and attach all applicable travel orders with the travel package. (This applies to TDY within a TDY). Otherwise, travelers must complete a separate travel voucher for each TDY with the applicable travel order number.

Example: John Doe receives orders to go TDY to Fort Carson from January 1st through January 31st. While at Fort Carson, John Doe receives a new set of orders to go TDY to Fort Knox from January 12th through January 14th. John Doe can either submit one travel voucher package showing his time at Fort Carson and Fort Knox and attached all the applicable orders; or John Doe can submit two separate vouchers for Fort Carson and Fort Knox.

3. Any lodging expenses incurred at each travel location must be shown.

Note: Please do your best to complete the itinerary accurately. If one of the two errors below are made on the itinerary then you may be required to delete all the proceeding entries until you are back at the entry that needs to be amended.

- Missing a stop (forgot to include a leg of the travel)
- Incorrect arrival or depart dates

4. In order to claim mileage, you must include the location to which you drove as a stop in your itinerary.

Example: A traveler's orders directs him/her to travel to Fort Bliss, and the traveler is leaving from his/her home of record (HOR) in Indianapolis, IN. The traveler must show the stop at the Indianapolis International Airport in order to claim mileage.

Currently, you have not entered any stops for this travel voucher.

Begin filling out your itinerary by clicking the "Add" button below.

Back

Add

← Click "Add."



SmartVoucher

February 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Year: Month:

[Prev](#) [Next](#) [Cancel](#)

Click the calendar link to input the day your travel began.



What is your departure location's zip code?

[Zip Code Lookup](#)

* What country are you departing from?

- ❑ Begin the itinerary with the date that you officially began traveling, as well as the location that you officially started from under the applicable travel order.

Itinerary Destination Information

* Where is the arrival city?

* Where is the arrival State/APO/FPO?

What is your arrival location's zip code?

[Zip Code Lookup](#)

* Where is the arrival country?

USA

* What was your Mode of Travel?

* What was your reason for stopping at this destination? [Help](#)

* What date did you arrive at your destination?

* Did you incur any lodging expenses while at destination?

No

* Did you depart this location?

During this travel period (time you are filling out for this voucher) did you leave the arrival location?

Cancel

Save

← Click "Save."

- ❑ Input the required information about each location where authorized travel was performed, including any overnight stops.



SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Itinerary Information

Step 5 of 11

Edit	Delete	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Mode of Travel	Reason for Stop	POC Miles	Lodging
Edit		03/20/2011	Noblesville	IN	USA	03/20/2011	Edinburgh	IN	USA	PA	TD	70	0.00
Edit		03/23/2011	Edinburgh	IN	USA	03/23/2011	Tacoma	WA	USA	TP	TD	0	0.00
Edit		05/05/2011	Tacoma	WA	USA	05/06/2011	Kuwait City	AE	KUWAIT	TP	TD	0	0.00
Edit		05/20/2011	Kuwait City	AE	KUWAIT	05/20/2011	APO, AE 09341	AE	IRAQ	GP	TD	0	0.00
Edit		10/28/2011	APO, AE 09341	AE	IRAQ	10/28/2011	Kuwait City	AE	KUWAIT	GP	AD	0	0.00
Edit		10/29/2011	Kuwait City	AE	KUWAIT	10/29/2011	Edinburgh	IN	USA	TP	TD	0	0.00
Edit		10/29/2011	Edinburgh	IN	USA	11/04/2011	Noblesville	IN	USA	PA	MC	70	0.00

Back

Next



Once your itinerary is complete, click "Next."



Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Expenses Information

Step 6 of 11

Reimbursable Expenses

Instructions:

- On this screen you will claim your reimbursable expenses. Click the "Add Expenses" button below to add a reimbursable expense.
- If you do not see a reimbursable expense listed that you need to claim, select 'Other' from the drop down and a free text box will appear in which you can type in the applicable expense. You will be required to provide the date the expense was incurred, and the amount paid.
- To see which reimbursable expenses can be claimed, see Appendix G of the JFTR/JFT:
<http://www.nps.edu/travel/documents/AppendixG.pdf>
- If you are claiming a reimbursable expense incurred in a foreign country, then claim the expense in the local currency, and in the US dollars.

Back

Add Expense

Next



- If you want to claim a reimbursable expense, click "Add Expense."



SmartVoucher

Reimbursable Information

Instructions:

All the questions with a * are required. If a * is NOT present then you are NOT required to answer the question in order to proceed forward.

Was this a One-Time Expense or a Daily Expense? One-Time Expense Daily Expense

* What was the beginning date?

* What was the ending date?

* Type of Expense? Select the type of reimbursable expense from the drop-down menu. If your expense is not available, select "Other" and input the expense.

Other:

* What was the per day amount of the expense? \$0

Was this associated expense charged to your gov't credit card? Yes No

☐ Click "Save".



Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Expenses Information

Step 6 of 11

Reimbursable Expenses

Instructions:

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- To see which reimbursable expenses can be claimed, see Appendix G of the JFTR/JFT:
<http://www.nps.edu/travel/documents/AppendixG.pdf>
- If you are claiming a reimbursable expense incurred in a foreign country, then claim the expense in the local currency, and in the US dollars.

Edit	Delete	Expense Date	Nature of Expense	Amount	Gov't Credit Card Charge	Receipt Required
Edit	Delete	05/05/2011	ATM FEES	\$10.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Edit	Delete	03/20/2011 to 05/05/2011	LAUNDRY/DRY CLEANING EXPENSES	\$94.00	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Edit	Delete	10/29/2011 to 11/04/2011	LAUNDRY/DRY CLEANING EXPENSES	\$14.00	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Totals:				\$118.00	\$10.00	

[Back](#) [Add Expense](#) [Next](#)

[Next](#)

- Once all the reimbursable expenses have been input, click "Next."



SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Meal Information

Step 7 of 11

Meals

Deductible Meals

Definition: Meals provided to the traveler at no out-of-pocket expense. Examples of deductible meals are meals included in a conference/registration fee, contracted meals, MRE's. NOTE: *Meals furnished on commercial aircraft are not considered deductible meals.*

Government Meals

Definition: A government meal furnished in a government mess hall and the traveler pays a discounted or standard surcharge rate at the checkout. An example of a government meal is going to the mess hall and paying for your tray of food at the end of the service line.

Instructions:

Provide the date and number of meals consumed in a government dining facility at no cost to you.

Back

Add Meal

Next



- If you are authorized reimbursement for government/deductible meals, click "Add Meal."



SmartVoucher

Meal Information

Instructions:

Provide the date and number of meals consumed in a government dining facility.

All the questions with a * are required. If a * is NOT present then you are NOT required to answer the question in order to proceed forward.

* What date did you incur your meals?

 A text input field with a small calendar icon to its right, both enclosed in a red rectangular box.

* How many meals did you have on this day?

 A dropdown menu showing the number "1" with a small downward arrow to its right, enclosed in a red rectangular box.

Save

Cancel



□ Click "Save."



SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
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Meal Information

Step 7 of 11

Meals

Deductible Meals

Definition: Meals provided to the traveler at no out-of-pocket expense. Examples of deductible meals are meals included in a conference/registration fee, contracted meals, MRE's. NOTE: *Meals furnished on commercial aircraft are not considered deductible meals.*

Government Meals

Definition: A government meal furnished in a government mess hall and the traveler pays a discounted or standard surcharge rate at the checkout. An example of a government meal is going to the mess hall and paying for your tray of food at the end of the service line.

Instructions:

Provide the date and number of meals consumed in a government dining facility at no cost to you.

Edit	Delete	Meal Date	Quantity
Edit	Delete	12/13/2011	1

[Back](#) [Add Meal](#) [Next](#)

Once all government/deductible meals have been input, click "Next."



SmartVoucher

Menu User Type Initial Advances Personal Itinerary Reimbursable Meals Misc. **Finish** Preview Voucher View/Print Logoff

Miscellaneous Information

Step 8 of 11

Leave Taken

(A) Specify dates on which leave was taken:



Unused Tickets

I do have unused tickets from this trip: If yes, then those tickets must be turned into the T/O or CTO. Paid receipts for lodging and rental car are required regardless of amount. All other expenses over \$75.00 will require a receipt.

(B) Specify all unused tickets (including identification of unused e-tickets):



Remarks

(C) Specify any general remarks regarding this voucher:



Reviewer and/or Approver information

Print your Reviewer's Name

Print your Approver's Name

Print your Reviewer's Phone Number

Print your Approver's Phone Number

Back

Next



□ Once all miscellaneous information has been input, click "Next".

□ If you did not annotate your leave dates in your itinerary, please input the dates here.

□ If you have any additional information you want DFAS to know, please input the information here.

□ If you know your Reviewer's and/or Approver's information, please input the information here.



SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish
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Expenses Information

Split Disbursement

Instructions:

Payment by EFT is mandatory for military personnel and DOD Civilian Employees. The Paying Office will pay direct contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car. You may select a different amount. Military personnel are required to designate a payment that equals the total of their out-of-pocket expenses. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel.

This is a brief synopsis of the actual Policy Message # 03-06. To review the complete message please go to:
<http://www.dfas.mil/tdytravel/activedutydefenseagencyentitlements/splitdisbursement.html>

To check your current balance on your GOVCC please visit the
Citibank website:

[Check](#)

NOTE: Traveler may change the calculated amount.

You indicated that you charged this amount to your

Government Charge Card for this voucher: (Format: 100.00) \$

10.00

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[Next](#)

- Once you have determined the desired split disbursement amount, click "Next."

The total of all reimbursable expenses that were allocated to the GOVCC will initially appear.

If you would like to edit the amount, place the cursor in the box and input the desired split payment amount.

The total of all the reimbursable expenses that were NOT allocated to the GOVCC will appear.



SmartVoucher

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Initial Data											
Step 10 of 11											

[Edit](#) **Travel Order**

[Edit](#) 038-104

Reimbursement Type

EFT

Advances

None Specified

Personal Information

Edit	First Name:
Edit	Middle Initial:
Edit	Last Name:
Edit	Grade/Rank:
Edit	Organization:
Edit	Street:
Edit	City:
Edit	State:
Edit	Country:
Edit	Zip Code:
Edit	Email:
Edit	Phone Number:
Edit	Gov't charge card:

Itinerary Information

Edit	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator	Lodging
Edit	03/20/2011	Noblesville	IN	USA	03/20/2011	Edinburgh	IN	USA	PA	TD	70	Yes	0.00
Edit	03/23/2011	Edinburgh	IN	USA	03/23/2011	Tacoma	WA	USA	TP	TD	0	No	0.00
Edit	05/05/2011	Tacoma	WA	USA	05/06/2011	Kuwait City	AE	KUWAIT	TP	TD	0	No	0.00
Edit	05/20/2011	Kuwait City	AE	KUWAIT	05/20/2011	APO, AE 09341	AE	IRAQ	GP	TD	0	No	0.00
Edit	10/28/2011	APO, AE 09341	AE	IRAQ	10/28/2011	Kuwait City	AE	KUWAIT	GP	AD	0	No	0.00

Reimbursable Expenses

Edit	Expense Date	Nature of Expense	Amount
Edit	05/05/2011	ATM FEES	\$10.00
Edit	03/20/2011	LAUNDRY/DRY CLEANING EXPENSES	\$94.00
Edit	10/29/2011	LAUNDRY/DRY CLEANING EXPENSES	\$14.00

Meal Expenses

None Specified

Miscellaneous Information

Edit	Leave Taken:	15 days R&R, refer to attached DA 31
Edit	Unused Tickets:	
Edit	Remarks:	

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Review the preview of the voucher, then click "Next"

SmartVoucher

Menu	User Type	Initial	Advances	Personal	Itinerary	Reimbursable	Meals	Misc.	Finish	Preview Voucher	View/Print	Logoff
View/Print Voucher Step 11 of 11												
Based on your responses to the associated questions throughout the SmartVoucher it has been determined that your travel package will require the following documentation:												
Item Number	Documents	Comments										
1	Travel Order 038-104	In addition to this travel order, please ensure you include all corresponding amended orders.										

Instructions for Opening PDF

□ This section serves as a checklist of the documentation that is required to be submitted with the travel package.

To view and print travel claim, click on the **View Travel Voucher** button below.
When the File Download dialog box appears, do the following steps:

- Click **Open**.
- When the PDF form appears within Acrobat Reader, Digitally sign as the Claimant
- It will then save a copy to your harddrive -- Make sure it is in a proper location because of Private information!
- Email it to a reviewing officer for their digital signature.
- If you don't want to use the digital signature, then just select **Print...** from the menu.
- Once you have printed or saved it to your harddrive, check the 'X' in the upper right hand corner to close the window.

Submission Instructions

1. After printing a hard copy of your travel claim, be sure to sign block 20a, and obtain all other required signatures.
2. Attached all the required documents listed above.
3. Use the following link to determine the correct Travel Pay location to submit your travel claim:



□ Don't forget to review the submission instructions!

Additional Information

If you want to view or change your claim, click the 'Menu' tab and all the travel claim created via SmartVoucher will be listed.
Click on the 'Edit' link next to the travel claim that you would like to view/edit with the applicable Travel Order.

To create a new travel claim, click on the 'Create New Voucher' button and follow the instructions.

To create a supplement travel claim, click on the 'Supplemental Voucher' button and select the travel claim that you would like to supplement with the applicable Travel Order.

Back **View Travel Voucher**

□ To view your completed DD Form 1351-2, click on "View Travel Voucher"